
DCDS Procedures Manual *Section 2.2 - Log-in/Menu Descriptions*

Section 2.2 Log-In and DCDS Menu Descriptions

Purpose	This section provides a sample and procedures on how to log-in to DCDS. Also provided are descriptions of the DCDS menus including any dropdown menus. The manual section to refer to for more detailed instructions is noted with each window.
Reminders	<ol style="list-style-type: none">1. The first step in accessing DCDS is to log in as part of the security process. Once logged in, the menus on the menu bar can be accessed.2. The DCDS menu bar consists of the following titles; each title represents a dropdown menu:<ul style="list-style-type: none">■ File■ Edit■ Options■ Functions■ Params■ Reports■ Window■ Help

Log-in Window

Once the DCDS icon on your desktop is selected, the following DCDS log-in window displays.



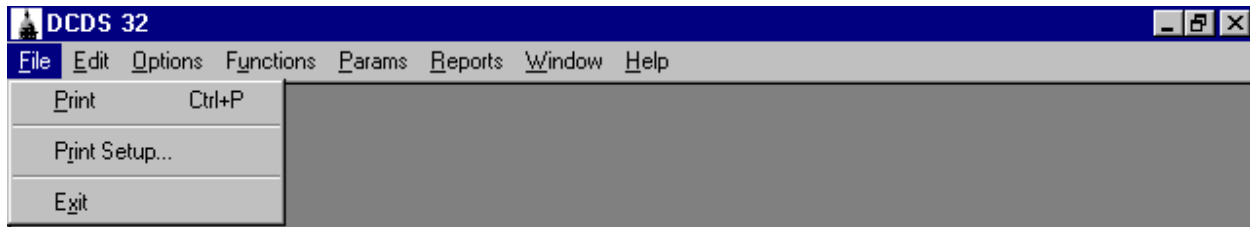
Follow the steps below to log into the Data Collection and Distribution System.

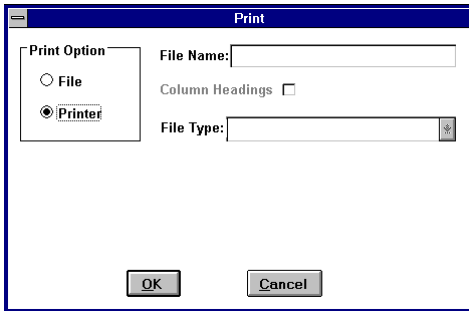
Step	Field Name	Action
1	User ID*	Enter your DCDS User ID.
2	Password*	Enter your DCDS Password.
3	OK button	Click on the OK button located at the bottom center of the log-in dialog box to accept the User ID and Password to enter the Data Collection and Distribution System.
4	Cancel button	Click on the Cancel button located at the bottom center of the log-in dialog box to remove the DCDS log-on window.

**indicates a required field that must be entered*

Section 2.2.1 DCDS Menu Descriptions - File Menu

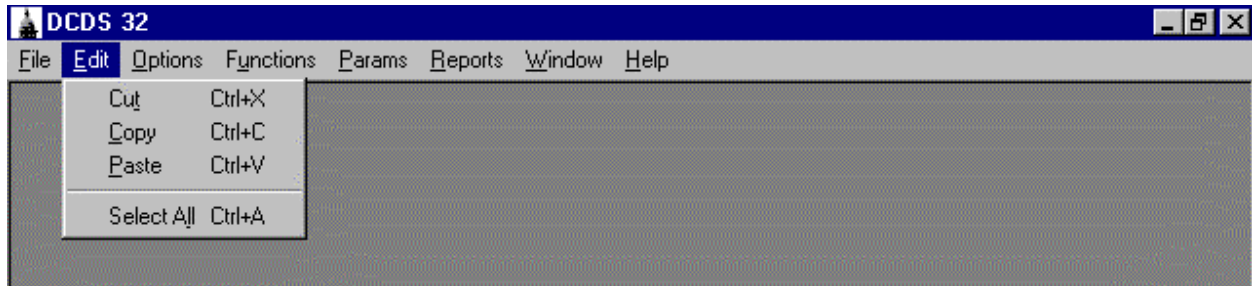
The following menu selections are displayed when the File dropdown menu is selected.



Option	Description
<u>P</u> rint	<p>Allows the user to print information displayed on the window or save it in a file. When the Print menu item is selected, the Print window displays with the Print Option selected. To print the data displayed in the window, click on the OK button, and the data will print out at the designated printer for your PC. To print the screen, press the Print Screen button on your keyboard and paste into a WORD document, then print. If File was selected as a Printer Option, indicate File Name and/or Column Headings, select File Type from dropdown. Click on the OK button, and the data is saved.</p>  <p>The screenshot shows a "Print" dialog box. It has a "Print Option" section with two radio buttons: "File" and "Printer". The "Printer" option is selected. To the right of the radio buttons are three fields: "File Name:" with a text input field, "Column Headings" with an unchecked checkbox, and "File Type:" with a dropdown menu. At the bottom are "OK" and "Cancel" buttons.</p>
<u>P</u> rint Setup	Allows the user to select and change the printer configuration.
<u>E</u> xit	Exits the system.

Section 2.2.2 DCDS Menu Descriptions - Edit Menu

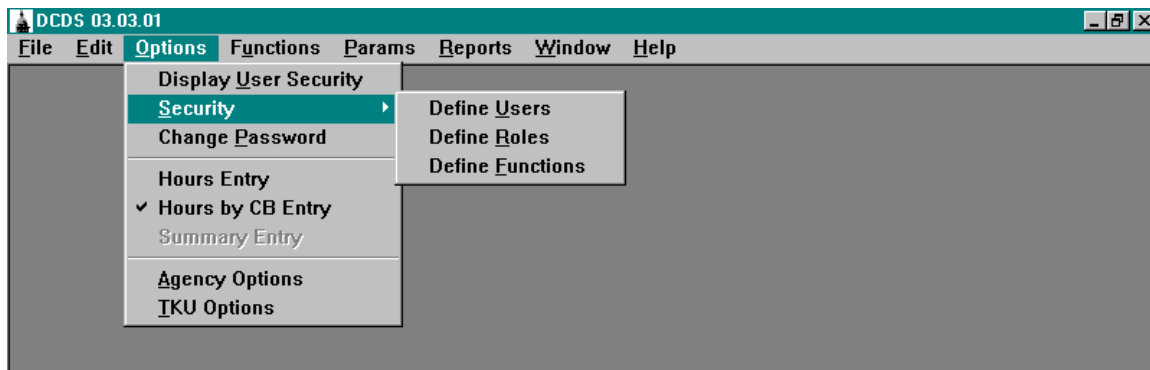
The following menu selections are displayed when the Edit dropdown menu is selected.



Option	Description
C <u>u</u> t	Deletes text entered by the user and places it onto the Clipboard (temporary space in memory). (Keyboard Shortcut Key - Ctrl+X)
<u>C</u> opy	Copies text entered by the user from the active window and places it onto the Clipboard. (Keyboard Shortcut Key - Ctrl+C)
<u>P</u> aste	Copies the contents of the Clipboard to the current window at the cursor's location. (Keyboard Shortcut Key - Ctrl+V)
Se <u>l</u> ect A <u>l</u> l	Selects all of the data appearing in the selection list. (Keyboard Shortcut Key - Ctrl+A)

Section 2.2.3 DCDS Menu Descriptions - Options Menu

The following menu selections are displayed when the Options, Security dropdown menu is selected. This window shows an example of a cascading menu.



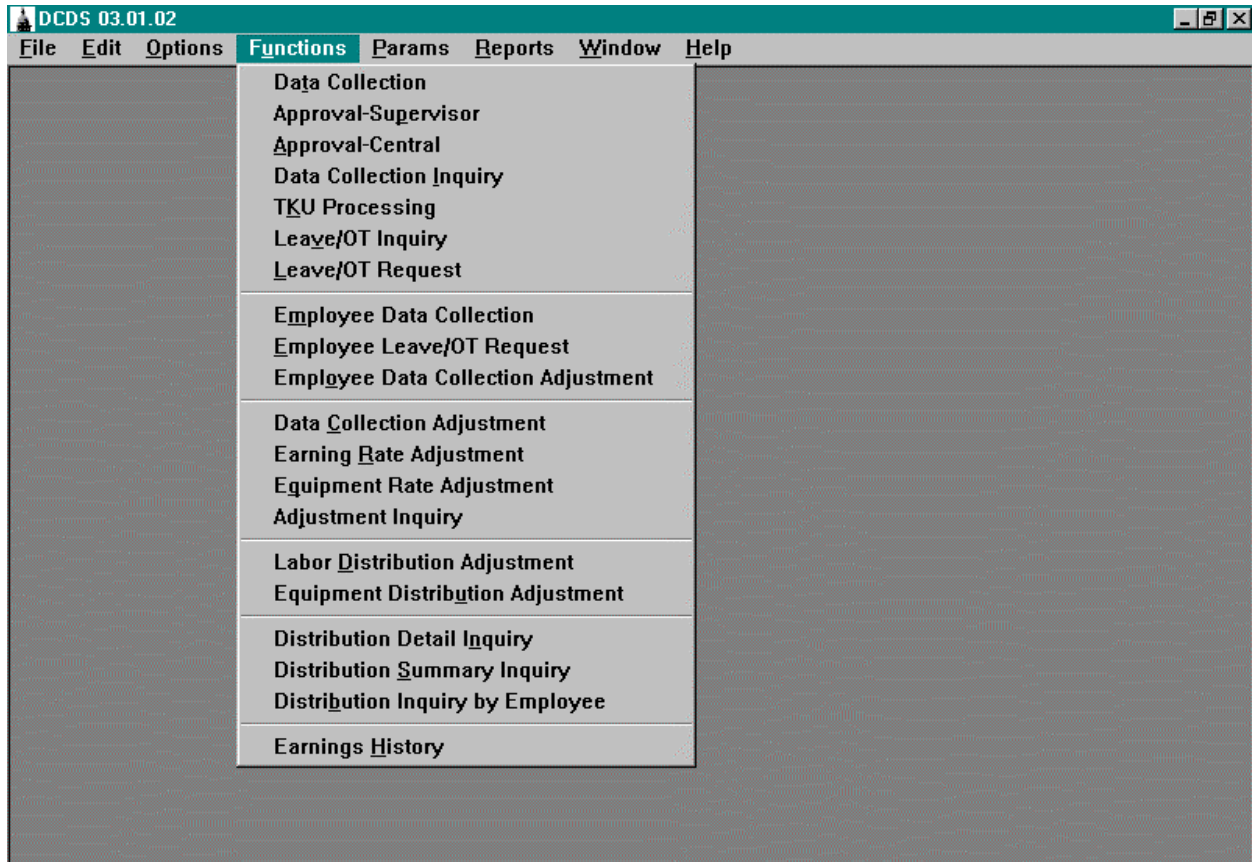
Manual Section No.	Window Name	Description
3.2	Display User Security	Displays the Role, Function, and level of security a user is allowed.
3.3-3.5	Security	Displays a dropdown menu to allow defining of a user's access, Roles, and Functions.
3.3	Change Password	Allows authorized users to change user passwords for access into DCDS.
4.1	Hours Entry	Allows a user to select to enter Time and Attendance by hours rather than by coding block.
4.1	Hours by CB Entry	Allows a user to select to enter Time and Attendance by coding block rather than by hours.

Options Menu (*Continued*)

Manual Section No.	Window Name	Description
5.1	Agency Options	Allows agencies to define agency specific options required by DCDS for validation and reference purposes.
5.2	TKU Options	Allows agencies to define timekeeping unit (TKU) specific options required by DCDS for validation and reference purposes.

Section 2.2.4 DCDS Menu Descriptions - Functions Menu

The following menu selections are displayed when the Functions dropdown menu is selected.



Manual Section No.	Window Name	Description
6.1-6.7	Data Collection/ Employee Data Collection	Allows timekeepers and employees to enter Time and Attendance data per selected Option (Hours Entry or Hours by CB Entry). Hours may also be entered for a specific Activity or Equipment usage.
8.1-8.1.1	Approval-Supervisor Approval-Central	Allows users to review and approve Time and Attendance data, adjustments, and leave/OT (overtime) requests that have been submitted.

Functions Menu (Continued)

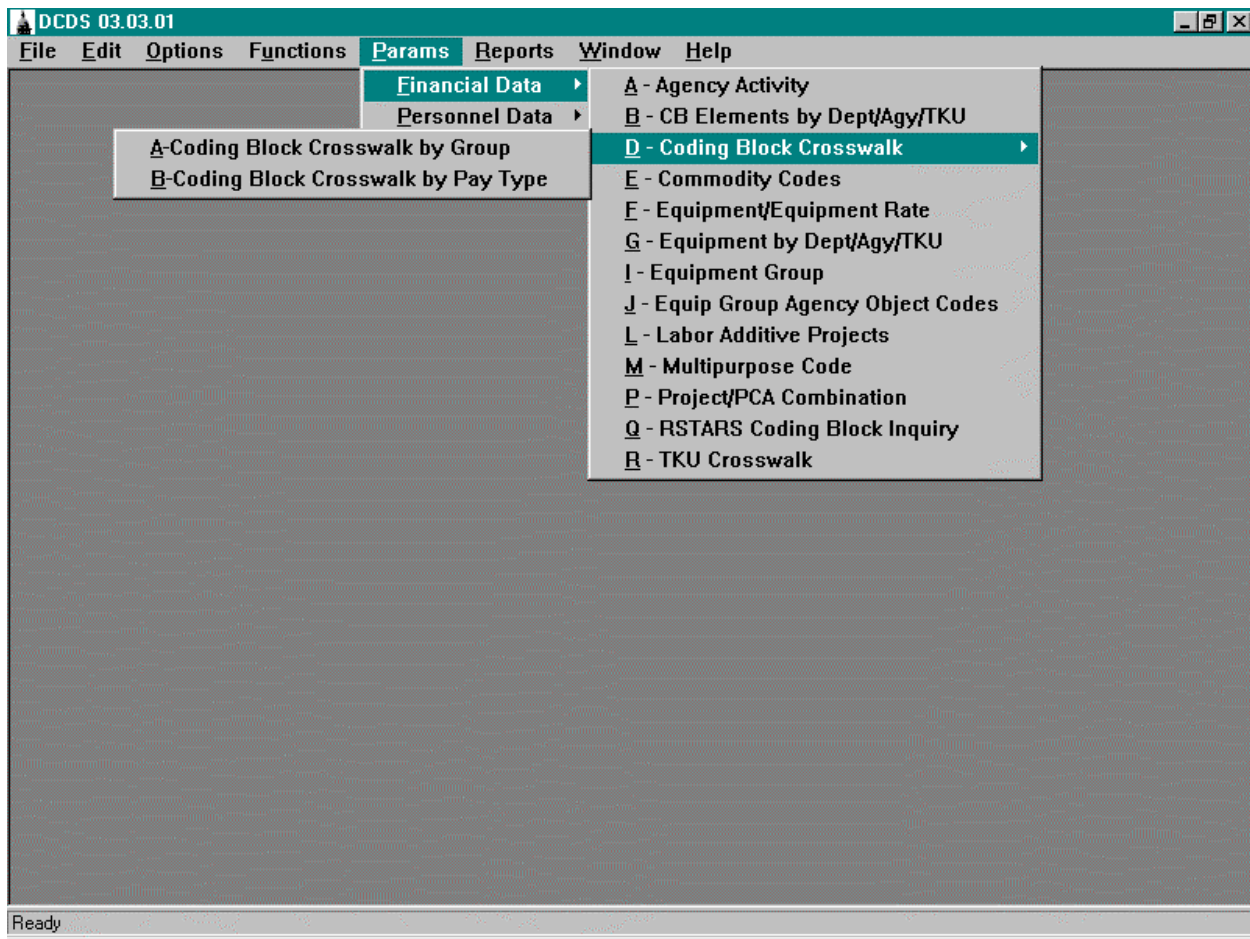
Manual Section No.	Window Name	Description
7.1-7.6	Data Collection Inquiry	Displays data collection information reported by an employee. This includes time, activity, and equipment usage data.
9.1-9.6	TKU Processing	Allows for further processing of Time and Attendance data. This includes auditing, certifying, and releasing data.
8.2	Leave/OT Request/ Employee Leave/OT Request	Allows timekeepers and employees to request leave and overtime on-line and submit it to their approver for on-line approval.
8.2.1	Leave/Overtime Inquiry	Allows user to inquire on leave/overtime requested by an employee.
10.1-10.4	Employee/Data Collection Adjustment	Allows timekeepers and employees to make corrections to their Time and Attendance data for a previous pay period.
10.5	Earnings Rate Adjustment Inquiry	Allows users to inquire on adjustments to earning rates. Earnings Rate adjustments on DCDS are obsolete with implementation of the Human Resource Management Network (HRMN).
10.6	Equipment Rate Adjustment	Allows users to adjust equipment rates.
10.7	Adjustment Inquiry	Displays detailed information of a Gross Pay Adjustment (GPA). This includes the status of the GPA, the amount for each hours type (negative and positive) and the total amount of the GPA.
11.1-11.6	Labor Distribution Adjustment	Allows users to adjust labor distributions for previous pay periods for multiple employees and pay periods as well as for one employee and multiple pay periods.

Functions Menu (Continued)

Manual Section No.	Window Name	Description
11.1-11.6	Equipment Distribution Adjustment	Allows users to adjust equipment distributions for a previous pay period.
11.7.1	Distribution Detail Inquiry	Displays labor and equipment distribution detail information.
11.7.2	Distribution Summary Inquiry	Displays labor and equipment distribution summary information.
11.7.3	Distribution Inquiry by Employee	Displays labor and equipment distribution information for an employee.
12.1-12.6	Earnings History	Displays Earnings History by employee from 1/96 to implementation of the Human Resource Management Network (HRMN) in March 2001. After March history will be available on HRMN, and DCDS will no longer be updated with earnings history data.

Section 2.2.5 DCDS Menu Descriptions - Params Menu Financial Data

The following menu selections are displayed when the Params, Financial Data dropdown menu is selected.



Manual Section No.	Window Name	Description
13.2	Agency Activity	Displays agency activity information that can be reported for a pay period.
13.3	CB Elements by Dept/Agcy/TKU	Displays Coding Block elements by Department, Agency, and Timekeeping Unit (TKU).

Params Menu - Financial Data (*Continued*)

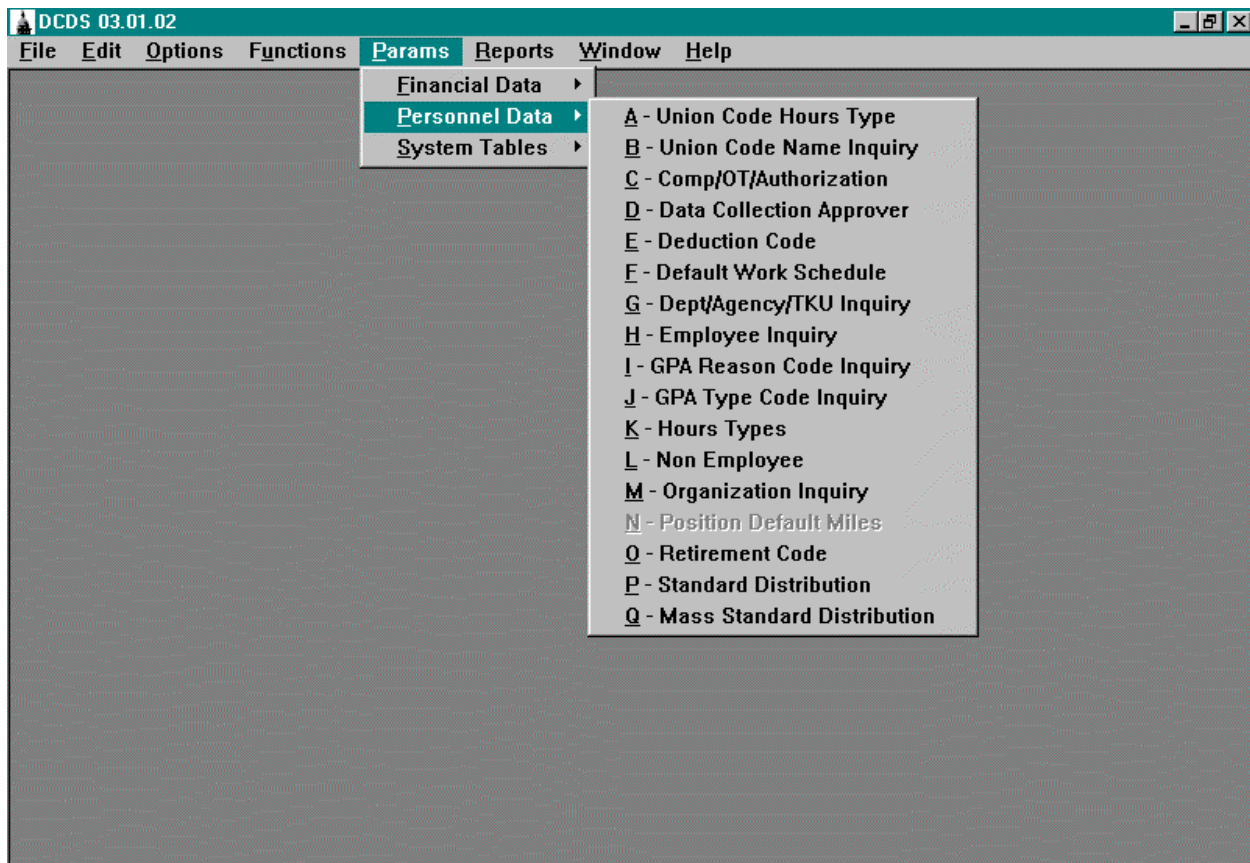
Manual Section No.	Window Name	Description
13.4	Coding Block Crosswalk by Group and Pay Type	Displays Coding Block Crosswalk elements by group (longevity, salary, and wages, etc.) and Pay Type (gross wages, adjust hours, etc).
13.5	Equipment/ Equipment Rate	Defines valid equipment numbers and rates to which usage can be charged and saves cost and other information about each piece of equipment.
13.5.1	Equipment by Dept/Agy/TKU	Allows users to define lists of equipment used at the Department, Agency, and TKU levels.
13.5.2	Equipment Group	Allows users to define equipment codes and groups (truck, car, etc.) so equipment can be assigned to a group.
13.5.3	Equipment Group Agency Object Codes	Allows users to define equipment group Object Codes.
13.6	Labor Additive Projects	Displays lists of projects that qualify for Federal Funding Reimbursement for Distribution purposes.
13.7	Multipurpose Code	Allows user to add, update, or delete multipurpose code information. This information is used to validate coding block data entered.

Params Menu - Financial Data (*Continued*)

Manual Section No.	Window Name	Description
13.8	Project/PCA Combination	Allows users to define PCAs (Project Cost Accounts) associated to a specific project for coding block validation.
13.9	R★STARS Coding Block Inquiry	Allows users to view R★STARS coding block information.
13.10	TKU Crosswalk	Allows users to define specific Pay Types for individuals in a timekeeping unit (TKU) to a specific coding block.

Section 2.2.6 DCDS Menu Descriptions - Params Menu Personnel Data

The following menu selections are displayed when the Params, Personnel Data dropdown menu is selected.



Manual Section No.	Window Name	Description
14.2-14.2.1	Union Code Hours Type and Name Inquiry	Displays to users the Hours Types associated with a specific bargaining unit and name of a bargaining unit. A Central Control Agency uses the window to define the Hours Type applicable to a bargaining unit.
14.3	Comp/OT Authorization	Allows users to add, delete, or update hours authorized for comp or overtime to track the use of these hours.

Params Menu – Personnel Data (Continued)

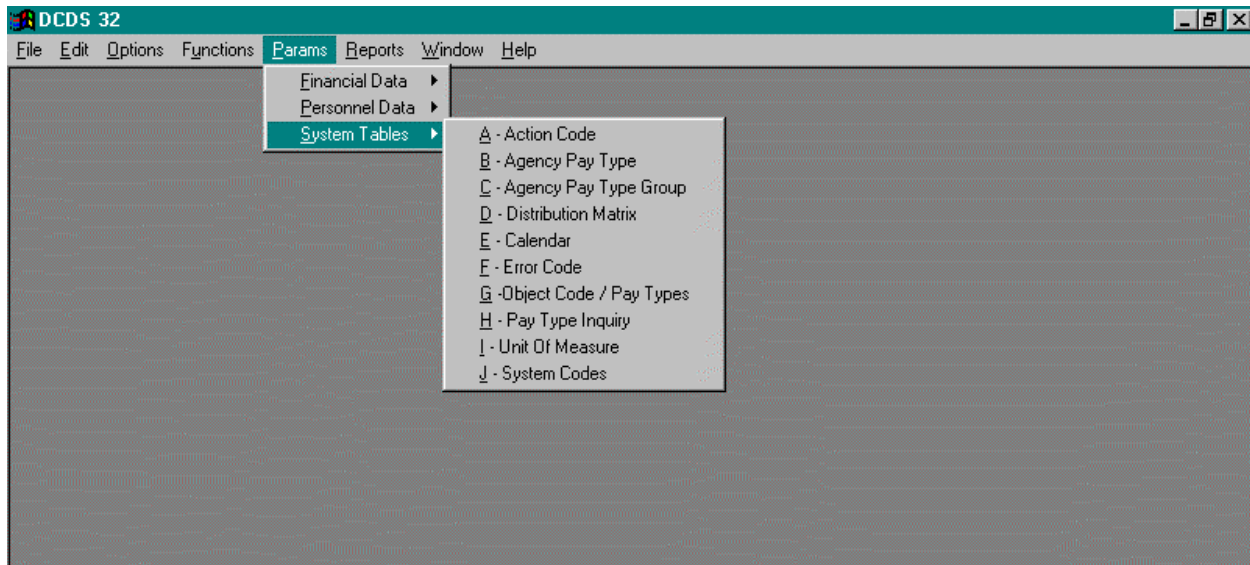
Manual Section No.	Window Name	Description
14.4	Data Collection Approver	Allows users to add or delete individuals who approve Data Collection information for a timekeeping unit (TKU).
14.5	Deduction Code	Displays to users Deduction Codes and their description. A Central Control Agency uses this window to define the Deduction Code.
14.6	Default Work Schedule	Allows users to add, delete, and update an employee's default work schedule. The default work schedule is used to define an employee's typical work schedule for a pay period.
14.7	Dept/Agency/TKU Inquiry	Displays to users the titles of timekeeping units within a department or agency.
14.8	Employee Inquiry	Displays to users general employee information as well as appointment, position, and hours balances data.
14.9	GPA/Reason and Type Code Inquiry	Displays to users the description of a selected Gross Pay Adjustment Reason Code and Adjustment Type.
14.10	Hours Type Inquiry	Displays to users the description of a selected Hours Type.
14.11	Non Employee	Allows users to add, delete, or update information for individuals who are not State employees but work for the State and record hours worked (i.e., volunteer, contractor).

Params Menu – Personnel Data (*Continued*)

Manual Section No.	Window Name	Description
14.12	Retirement Code	Displays to users the description of a selected Retirement Code. A Central Control Agency uses this screen to define the Retirement Code.
14.13	Standard Distribution Inquiry	Displays to users the Standard Distribution of a specific employee and allows coding block data to be updated.
14.14	Mass Standard Distribution	Allows a user, with proper security, to update standard distribution (coding block) data for multiple TKUs.

Section 2.2.7 DCDS Menu Descriptions - Params Menu System Tables

The following menu selections are displayed when the Params, System Tables dropdown menu is selected.



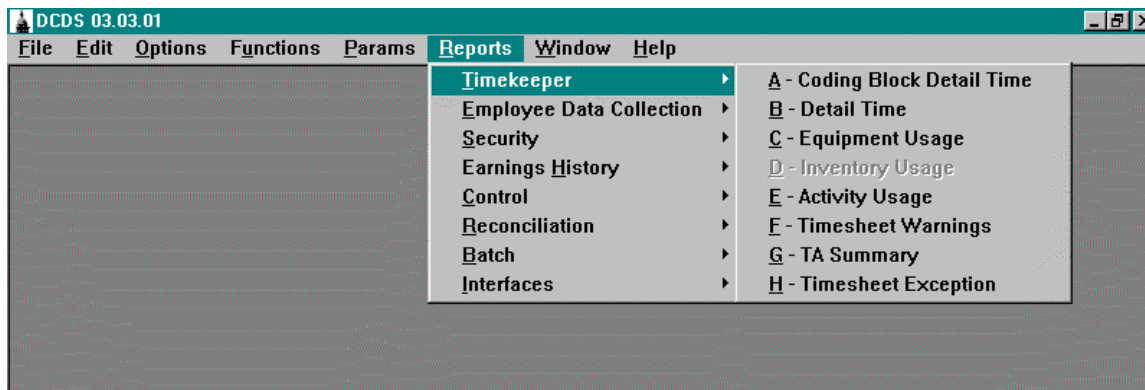
Manual Section No.	Window Name	Description
15.2	Action Code	Displays to users the description of actions (submit, approve, etc.) a user can perform. A Central Control Agency uses this window to define the actions.
15.3	Agency Pay Type	Allows users to add, delete, or update Agency Pay Type information. This information defines whether a Pay Type is for earnings or deductions which affects the way labor costs are distributed.
15.3.1	Agency Pay Type Group	Displays to users the description of a selected Pay Type Group (Salary and Wages, Longevity, Insurance, etc.).

Params Menu - Systems Tables (Continued)

Manual Section No.	Window Name	Description
15.4	Distribution Matrix	Allows users to add, update or inquire on Distribution Matrixes. This information defines how agency Pay Types that are designated as benefits will have their associated labor costs distributed.
15.5	Calendar	Displays to users the pay period end dates, pay dates, holidays, and dates when timekeeping units (TKUs) can be released. A Central Control Agency uses this window to update the various dates.
15.6	Error Code	Displays to users system error codes and messages. A Central Control Agency uses this window to define the error codes.
15.7	Object Code/Pay Type Inquiry	Displays to users the Object Code associated with each Pay Type and Class Type combination.
15.7.1	Pay Type Inquiry	Displays to users a description of Pay Types by Pay Type Code or Category (Deduction Code, Gross Pay Adjustment Code, or Hours Type).
15.8	Unit of Measure	Displays to users a description of valid units of measure (miles, pounds, tons, etc.) for activity reporting. A Central Control Agency uses this window to define the Unit of Measure.
15.9	System Codes	Displays to users a description of codes used by the system for various functions.

Section 2.2.8 DCDS Menu Descriptions - Reports Menu Timekeeper Reports

The following menu selections are displayed when the Reports, Timekeeper dropdown menu is selected.



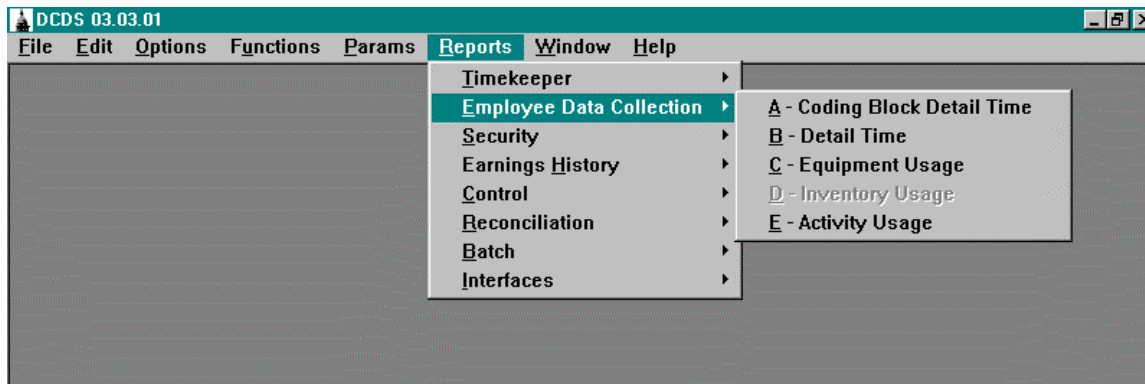
Manual Section No.	Window Name	Description
16.2	Coding Block Detail Time	Provides timekeepers with detailed Coding Block information, for a pay period, by department, agency, or timekeeping unit (TKU).
16.3	Detail Time	Provides timekeepers with detailed information on hours reported for a pay period by department, agency, or timekeeping unit (TKU).
16.4	Equipment Usage	Provides timekeepers with information on equipment used by department, agency, or timekeeping unit (TKU).
16.5	Activity Usage	Provides timekeepers with hours used for a specific activity (i.e., salt dispersal) by department, agency, or timekeeping unit (TKU).
16.6	Timesheet Warnings	Provides timekeepers with a list of warnings that occurred during timesheet validation.

Reports Menu - Timekeepers Reports (*Continued*)

Manual Section No.	Window Name	Description
16.7	TA Summary	Provides timekeepers with a summary of all hours reported for a timekeeping unit (TKU) in a pay period.
16.8	Timesheet Exception	Provides timekeepers with a list of employees who report time on an exception basis (generated timesheet, standard hours, etc.).

Section 2.2.9 DCDS Menu Descriptions - Reports Menu Employee Data Collection

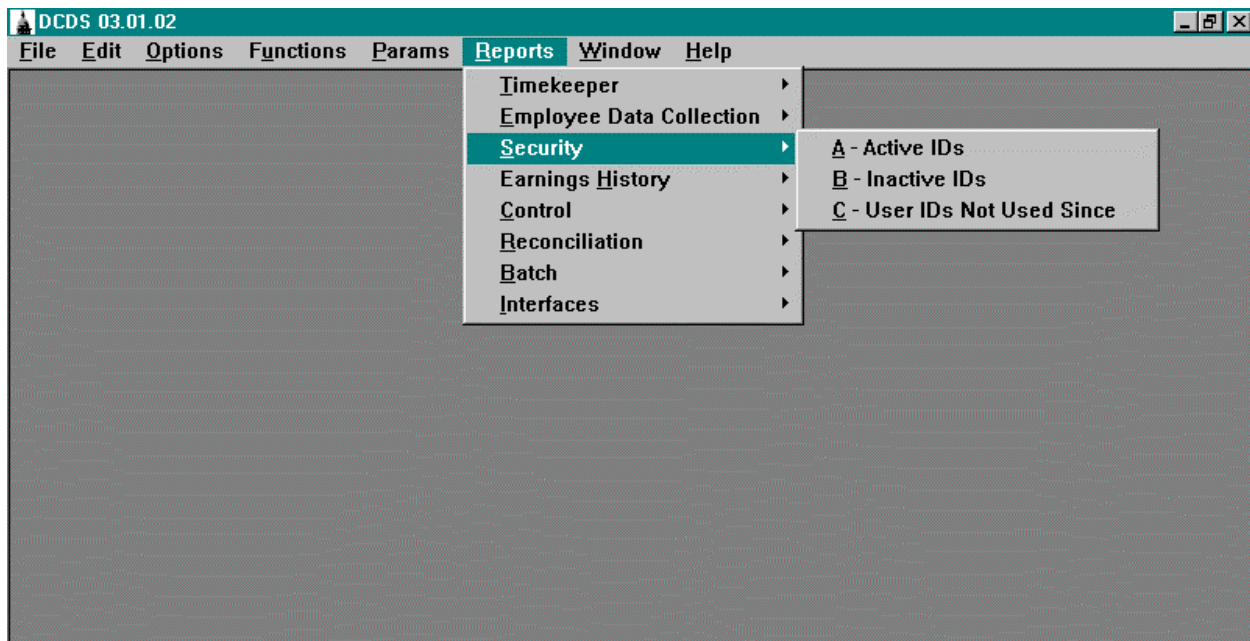
The following menu selections are displayed when the Reports, Employee Data Collection dropdown menu is selected.



Manual Section No.	Window Name	Description
16.10	Coding Block Detail Time	Provides employee with detailed coding block information for a pay period.
16.11	Detail Time	Provides employee with detailed information on hours reported for a pay period.
16.12	Equipment Usage	Provides employee with information on equipment used.
16.13	Activity Usage	Provides employee with hours used for a specific activity (i.e., salt dispersal, etc.).

Section 2.2.10 DCDS Menu Descriptions - Reports Menu Security Reports

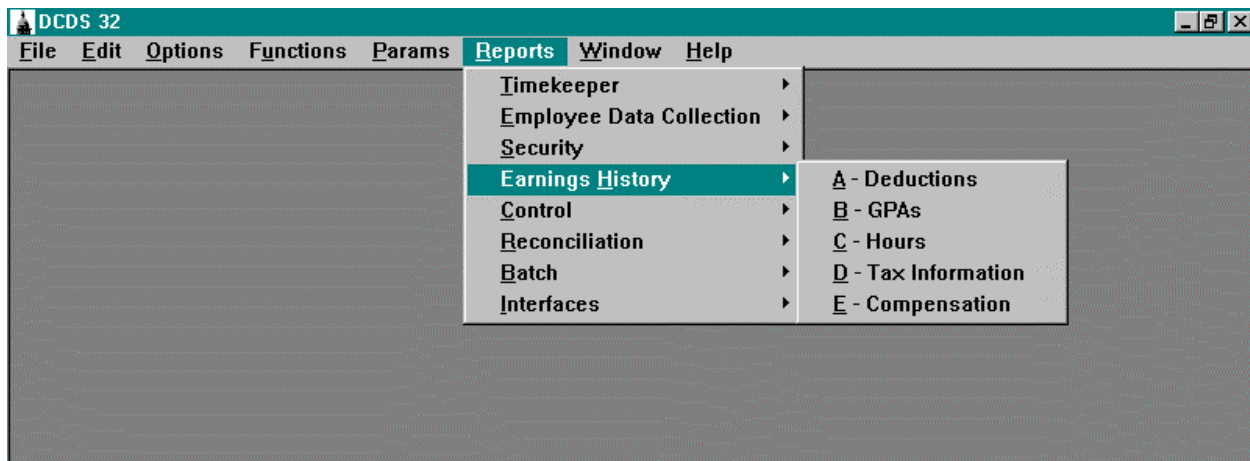
The following menu selections are displayed when the Reports, Security dropdown menu is selected.



Manual Section No.	Window Name	Description
16.15	Active IDs	Provides user with a list of active system user identifications and associated functions by employee within a department or agency.
16.16	Inactive IDs	Provides user with a list of inactive user identifications and associated functions by employee within a department or agency.
16.17	User IDs Not Used Since	Provides user with a list of IDs not used for a specific period by employee within a department or agency.

Section 2.2.11 DCDS Menu Descriptions - Reports Menu Earnings History

The following menu selections are displayed when the Reports, Earnings History dropdown menu is selected.

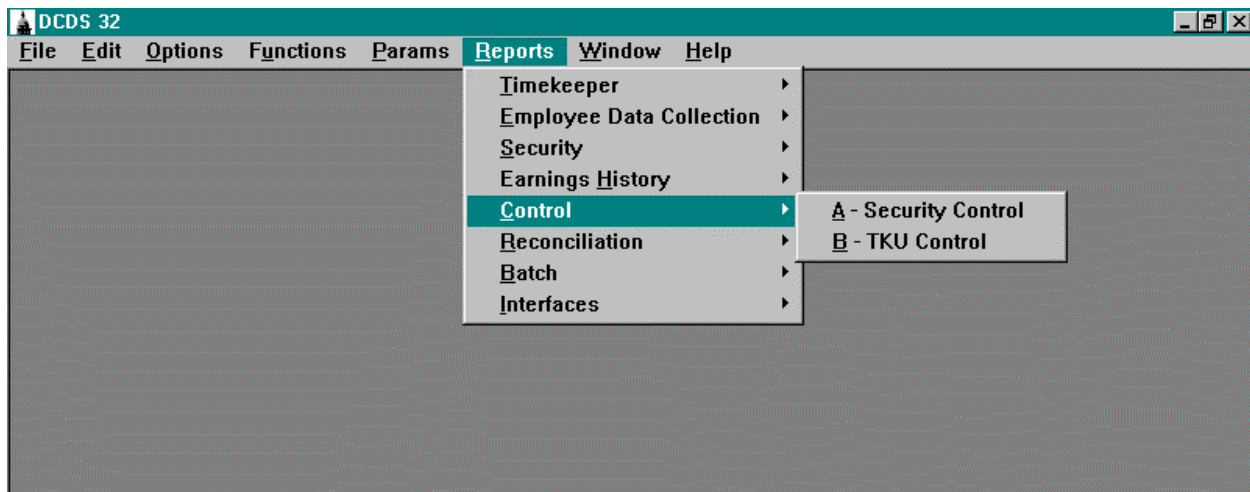


DCDS contains Earnings History information from 1/96 to 3/29/2001 only. Information after 3/29/2001 is available on the Human Resource Management Network (HRMN).

Manual Section No.	Window Name	Description
16.19	Deductions	Provides user with information on all deductions by employee for a selected period.
16.20	GPAs	Provides user with information on all Gross Pay Adjustments (GPA) by employee for a specified period.
16.21	Hours	Provides user with the types of hours worked by employee for a specified period.
16.22	Tax Information	Provides user with an employee's gross pay, tax withholdings, deferred compensation and other tax information for a selected period.
16.23	Compensation	Provides user with an employee's compensation for a selected period.

Section 2.2.12 DCDS Menu Descriptions - Reports Menu Control Reports

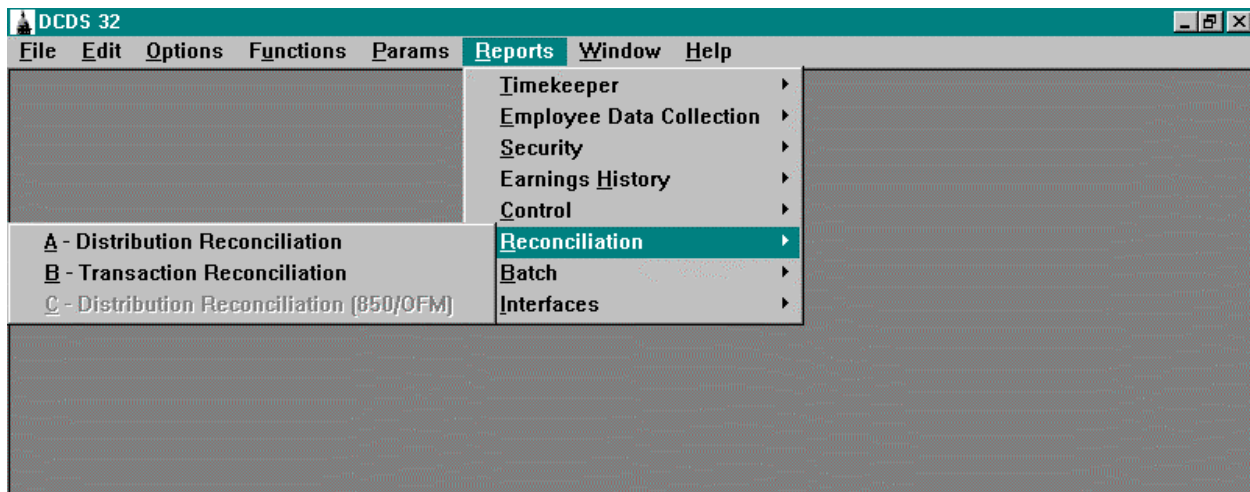
The following menu selections are displayed when the Reports, Control dropdown menu is selected.



Manual Section No.	Window Name	Description
16.25	Security Control	Provides user with a list of persons who had changes made in their roles, functions, etc. by department or agency.
16.26	TKU Control	Provides user with a list of timekeeping units (TKU) that have been audited, certified, or released for a selected pay period.

Section 2.2.13 DCDS Menu Descriptions - Reports Menu Reconciliation Reports

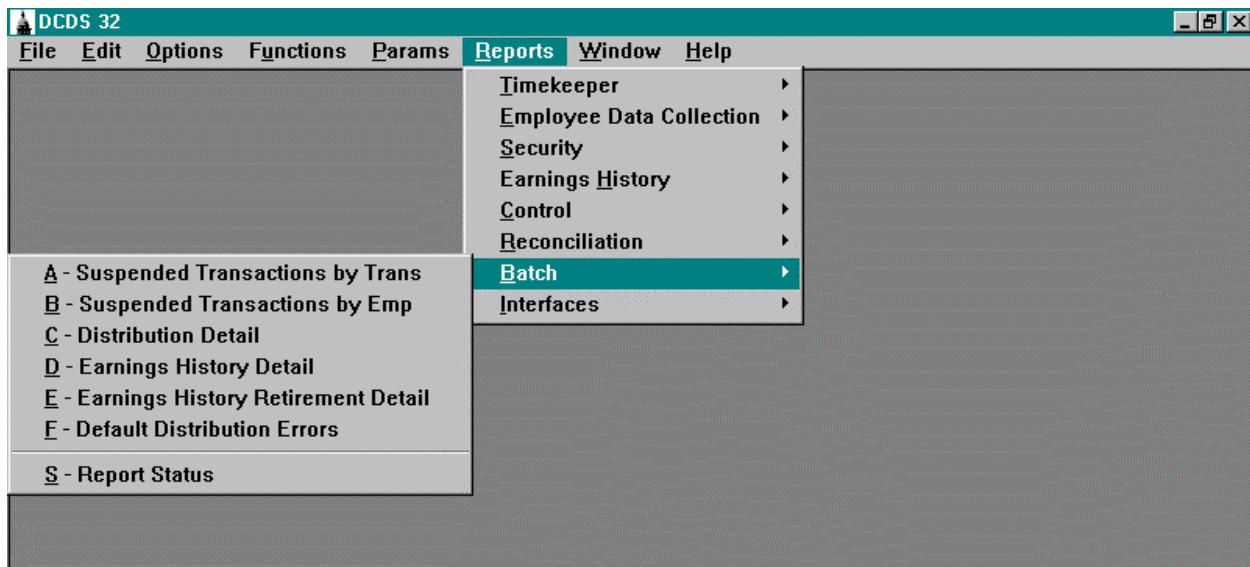
The following menu selections are displayed when the Reports, Reconciliation dropdown menu is selected.



Manual Section No.	Window Name	Description
16.28	Distribution Reconciliation	Provides a user with labor distribution amounts for a selected pay period and process day by department or agency.
16.29	Transaction Reconciliation	Provides a user with labor distribution amounts and transaction counts due to batch processing.

Section 2.2.14 DCDS Menu Descriptions - Reports Menu Batch Reports

The following menu selections are displayed when the Reports, Distribution [Batch] dropdown menu is selected.



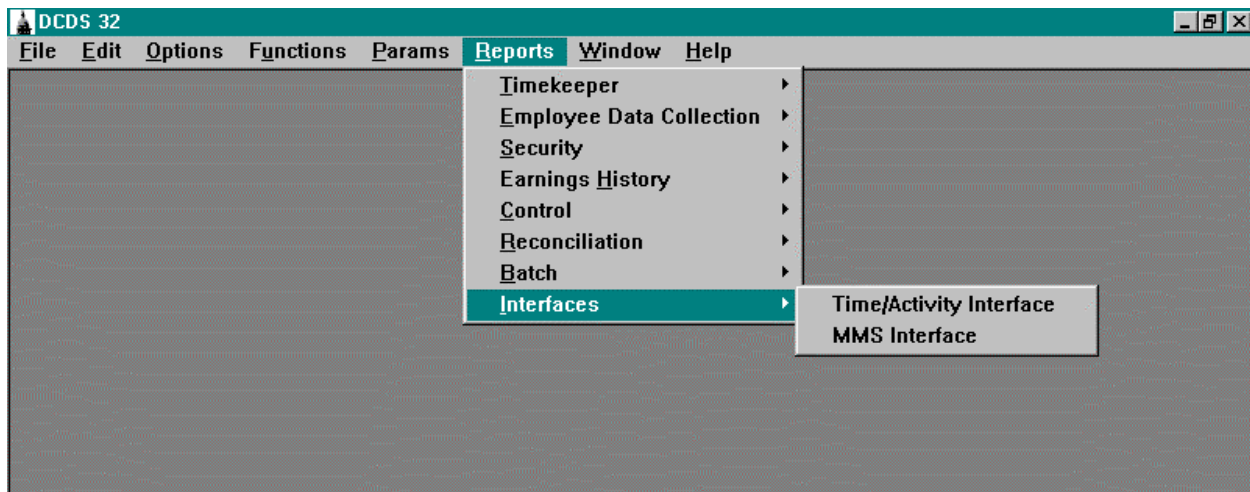
Manual Section No.	Window Name	Description
16.31	Suspended Transactions by Transaction	Provides user with a list of transactions not processed thru the State's accounting system (R★STARS) by department and agency.
16.32	Suspended Transactions by Employee	Provides user with a list of transactions not processed thru the State's accounting system (R★STARS) by employee.
16.33	Distribution Detail	Provides user with labor and equipment distribution detail per selected criteria.

Reports Menus - Batch Reports (*Continued*)

Manual Section No.	Window Name	Description
16.34	Earnings History Detail	Provides user with hours, deductions, Gross Pay Adjustments and tax information per selected criteria for an employee. Note: Contains data from 1/96 to 3/2001 only. Earnings History after 3/2001 is available on the Human Resource Management Network (HRMN).
16.35	Earnings History Retirement Detail	Provides user with earnings used in determining retirement benefits. Note: Contains data from 1/96 to 3/2001 only. Earnings History after 3/2001 is available on the Human Resource Management Network (HRMN).
16.36	Default Distribution Errors	Provides user with a list of errors in the default distribution/standard coding blocks that were entered into the Human Resource Management Network (HRMN) system.
16.37	Report Status	Provides user with the status of a report to verify if a report has been printed. Also provides user with the ability to delete a report.

Section 2.2.15 DCDS Menu Descriptions - Reports Menu Interface

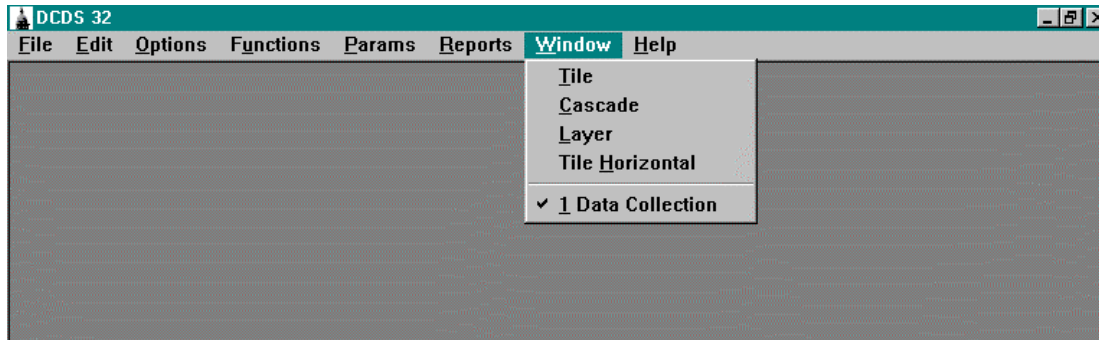
The following menu selections are displayed when the Reports, Interface dropdown menu is selected.



Manual Section No.	Window Name	Description
16.39	Time/Activity Interface	Provides users with a list of records that could not be updated to the DCDS database due to fatal errors that occurred during the interface process between DCDS and a time clock system or time/activity report system.
16.40	MMS Interface	Not available.

Section 2.2.16 DCDS Menu Description - Window Menu

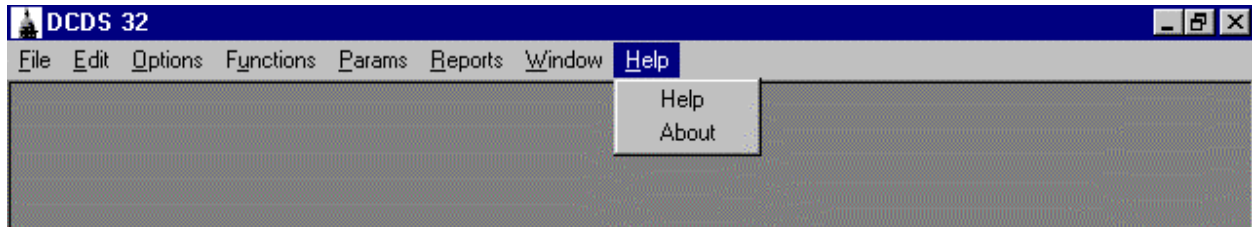
The following menu selections are displayed when the Window dropdown menu is selected.



Option	Description
T <u>i</u> le	Arranges open DCDS windows side-by-side.
C <u>a</u> scade	Arranges open DCDS windows one behind the other, with all windows at least partially visible (the title bar of each open window remains in view). Clicking on any part of a cascaded window brings it to the front (and makes it the active window).
L <u>a</u> yer	Returns tiled and cascaded windows back to the normal default view, layered one on top of the other.
Tile H <u>o</u> orizontal	Arranges and sizes all open DCDS windows so they fit on the window horizontally.
Open DCDS Windows List	Lists each open DCDS window. To make a different DCDS window active, select the window name from this list. This feature is especially useful if the windows are layered on top of each other and the user cannot see, or has forgotten about, the ones behind. If no windows are open, nothing appears in the dropdown list.

Section 2.2.17 DCDS Menu Description - Help Menu

The following menu selections are displayed when the Help dropdown menu is selected.



Option	Description
Help	Not available.
About	Opens a window showing version and copyright information about the DCDS application.